



ARTS AND CULTURAL COMMISSION

Tuesday, September 25, 2018

265 Strand Street, St. Helens, OR 97051

www.ci.st-helens.or.us

Welcome!

1. **Call Meeting to Order**
2. **Visitors Address the Commission**
3. **Revisions to the Agenda**
4. **Approval of Minutes**
 - 4.A. 8-28-18 Minutes
[8-28-18 Minutes](#)
5. **Review Fiscal Report**
 - 5.A. Fiscal Report
[Trial Balance](#)
6. **Discussion Items**
 - 6.A. ACC Vacant Positions
 - 6.B. Little Free Libraries Project
 - 6.C. This is Us: Insurance and Installation Updates
 - 6.D. Pumpkin Painting

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6.E. Arts, Culture & Conversation

6.F. Bike Rack Update

6.G. Changes/Directions for future ACC

7. **Community News**

8. **Adjournment**

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City of St. Helens

Arts & Cultural Commission

Meeting Minutes

August 28, 2018

Members Present: Lisa Brooke
Leticia Juarez-Sisson
Patrick Nickelson
Jennifer Farrington, Chair
Kimberly O'Hanlon, Vice Chair

Members Absent: Janet Anderson

Staff Present: Margaret Jeffries, Library Director
Susan Conn, Councilor
Jamie Edwards, Secretary

Others: None

1) Call Meeting to Order

The meeting was called to order at 6:05 p.m. by Chair Farrington.

2) Visitors Address the Commission

No visitors.

3) Approval of Minutes

3.A May 22, 2018 Minutes

Motion: Commissioner Brooke moved to approve the May 22, 2018 minutes. Commissioner Sisson seconded. All in favor; none opposed; motion carries.

3.B June 18, 2018 Minutes

Motion: Commissioner Brooke moved to approve the June 18, 2018 minutes. Commissioner Sisson seconded. All in favor; none opposed; motion carries.

4) Review Fiscal Report

4.A 2017-2018 Fiscal Report

The Commission reviewed the fiscal report. Chair Farrington requested to transfer the charge of \$198.94 from St. Helens Ace hardware from Free Arts & Crafts Workshop to Summer Arts in the Park.

4.B 2018-2019 Fiscal Report

The Commission reviewed the fiscal report. Commission confirmed the payout for the trash can painting competition awards was to be paid from the 2018/2019 fiscal year. Chair Farrington confirmed the expense of \$240 to Commissioner Brooke was reimbursements for the fair awards and the expense to A.Anders is for having the trash cans filed down.

5) Discussion Items

**5.A ACC Vacant & Expiring Positions: Chair Farrington Resigning- appoint new Chair.
Recommend to re-appointment for expiring positions: Vacant, O'Hanlon & Brooke**

Motion: Commissioner Sisson moved to recommend Council reappoint the expiring terms for O'Hanlon, Brooke and the vacant position. Commissioner Nickelson seconded. All in favor; none opposed; motion carries.

Chair Farrington reported she is stepping down as Chair and resigning from the Arts & Cultural Commission but hopes to continue to help as a volunteer.

Motion: Commissioner Nickelson moved to recommend Council appoint Commissioner Brooke as Chair. Current Chair Farrington seconded. All in favor; none opposed; motion carries.

5.B [Art of Leadership: Regional Arts & Cultural Council](#)

Commissioner Sisson reported on a program available from the Regional Arts & Culture Council titled Arts of Leadership. The program runs about six months and she thinks it would be a highly beneficial program for Commission members to attend. The deadline has passed for the current program but Sisson will keep her eye out for the next one.

Chair Farrington reported during the annual report to Council that Council President Doug Morten advised the Commission of an upcoming conference from the League of Oregon Cities that the Commission may be interested in attending. The conference is being held September 27-29, 2018 in Eugene. She feels it could be beneficial for one of the Commissioners to attend or find out more information on it.

Motion: Commissioner Sisson moved to recommend that Commissioner Brooke or O'Hanlon attend the League of Oregon Cities conference. Commissioner Nickelson seconded. All in favor; none opposed; motion carries.

5.C [Downtown Mural Project Recap](#)

Commissioner Brooke reported the mural is finished and that everyone was invited to the reveal celebration on August 30, 2018 at 6 p.m. behind the Old School. She reported the expenses came down to just shy of the budget and they had received a last minute donation of \$100 that is going towards the reveal party. Brooke reported this program has had a lot of positive feedback in the community and more kids wanting to sign up.

Commissioner Sisson reported she had heard the community is looking for more projects for the kids and wanting more murals and feels this type of project meets both those requests and would like to see this happen again.

5.D [This is Us: Insurance & update](#)

Commissioner Sisson advised that Phase 1 of the This is Us St. Helens is complete. They did not hit the goal of 5,000 houses but did complete 3,634 house. The next steps they are working on is putting all the houses together so they can be displayed in the Rose Garden. The County requires insurance in order to put up the display. At the present time it is not covered by the City's insurance as the project is not a City owned project. They are now looking into who the owner of the art work will be to determine who can provide the insurance. Installation of the houses is aiming for mid November 2018.

5.E [Subcommittee Changes: Update ACC Interview Subcommittee](#)

The Commission reviewed and updated the attached ACC Subcommittee members and updated the Interview subcommittee to be Sisson, Brooke and O'Hanlon.

5.F [Little Free Libraries Project](#)

Vice Chair O'Hanlon reviewed the attached plan for the Little Fee Libraries. She reported Mr. Mauck, the St. Helens High School wood shop teacher, is having the students build the libraries. O'Hanlon will partner with the Columbia Arts Guild around finding people to paint the libraries with positive messaging then will work on placement.

5.G [County Fair Wrap Up](#)

Commissioner Brooke reported the award baskets were displayed in a glass case at the fair and Commissioner Nickelson and Brooke spent time judging all the art work. The winners were able to pick out their own prizes from the display case.

Commissioner Brooke advised the cost of \$240 was well spent and feels it would be a good amount for awards for next year if they continue.

5.H Trash Can Painting Wrap Up

Commissioner Brooke gave a huge thank you to David Brooke for his help and hard work lifting and moving the trash cans. The public was really excited and they had a lot of people vote on the trash cans. Chair Farrington inquired on the changes made to the award categories. Commissioner Nickelson advised they should re-think the categories for next year. Commissioner Brooke advised the option for people to win multiple awards was not well received and should change that next year as well.

Commissioner Brooke suggested next year that once cans are completed that they are set aside and that participants cannot come back to paint more. Commissioner Sisson suggested that parents supervise the kids painting the cans.

The Commission discussed possibly changing next year's rules to not allow walk-ins and only accept the applications that there were submitted and approved in advance.

5.I ACC Changes: Projects, subcommittees, commissioner availability

Chair Farrington will send all of the organizational files that she has completed during her time as Chair so everyone has them. Farrington asked the Commission to discuss how going forward they can bring more actives, enrolment and less behind the scene administrative tasks.

Commissioner Sisson reported by partnering with the City Recreation Program and the Arts Coffee and Conversation meetings it will help to bring in more community support and awareness. During her conversations with the public they bring forward a lot of project ideas but they do not understand the steps needed to take to make them happen. She suggested creating a PowerPoint or chart for the public to show them the process required to put on a project.

Commissioner Brooke requested that each Commission member take some time to think about how much time they have been putting into the Commission and how much time they can realistically put in going forward. She would also like them to email her what type of projects they enjoy doing.

6) Community News

Next Arts Conversation is September 27 at Wild Currant from 5 p.m. to 8 p.m.

7) Adjournment

The meeting was adjourned at 7:45 p.m.

General Ledger

Detailed Trial Balance

User: jamiee
 Printed: 09/20/2018 - 11:47AM
 Period: 01 to 03, 2019



Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
203	COMMUNITY ENHANCEMENT					
REVENUE						
203-716						
203-716-033005	Grants	2,000.00				
	203-716-033005 Totals:	2,000.00	0.00	0.00	0.00	0.00
203-716-034024	PW Projects for Public Art	2,000.00				
	203-716-034024 Totals:	2,000.00	0.00	0.00	0.00	0.00
203-716-037013	Donations - Gateway Funding	0.00				
	203-716-037013 Totals:	0.00	0.00	0.00	0.00	0.00
203-716-037014	Donations	2,000.00				
8/29/2018 CR 2 224	BLUES & FOLK MUSIC WORKSHOP GRANT C # 1499693			0.00	2,000.00	
	Cash Receipts Batch 3029-8-2018					
8/31/2018 GL 2 255				0.00	1,000.00	
	203-716-037014 Totals:	2,000.00	0.00	0.00	3,000.00	-3,000.00
203-716-039001	Beginning Fund Balance	5,400.00				
	203-716-039001 Totals:	5,400.00	0.00	0.00	0.00	0.00
	203-716 REVENUE Totals:	11,400.00	0.00	0.00	3,000.00	-3,000.00
	REVENUE Totals:	11,400.00	0.00	0.00	3,000.00	-3,000.00
EXPENSE						
203-716						
203-716-052011	Public Information	0.00				
	203-716-052011 Totals:	0.00	0.00	0.00	0.00	0.00
203-716-052028	Projects & Programs	6,095.00				
8/10/2018 AP 2 66	00750 - COLUMBIA COUNTY 4-H ASSOCIATIO Ck# 121625			700.00	0.00	

Account Number		Description				Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance	
		203-716-052028 Totals:				Var: 5,395.00	6,095.00	0.00	700.00	0.00	700.00
203-716-052069		Summer Arts in the Park					1,000.00				
7/12/2018	AP	1	78	4531 - LISA BROOKE		Ck# 121413		10.00	0.00		
7/12/2018	AP	1	78	A.ANDERS - ALAN H. ANDERSON		Ck# 121412		130.00	0.00		
7/12/2018	AP	1	78	CHRIS - VISHAL CHRISTIAN		Ck# 121415		100.00	0.00		
7/12/2018	AP	1	78	S.A.S. - SCAPPOOSE ADVENTIST SCHOOL		Ck# 121432		100.00	0.00		
7/12/2018	AP	1	78	S.A.S. - SCAPPOOSE ADVENTIST SCHOOL		Ck# 121432		100.00	0.00		
7/12/2018	AP	1	78	YOUNGBER - JOAN YOUNGBERG		Ck# 121438		100.00	0.00		
7/12/2018	AP	1	78	YOUNGBER - JOAN YOUNGBERG		Ck# 121438		100.00	0.00		
7/24/2018	AP	1	169	4531 - LISA BROOKE		Ck# 121474		240.00	0.00		
		203-716-052069 Totals:				Var: 120.00	1,000.00	0.00	880.00	0.00	880.00
203-716-052070		Maintenance of Public Art					500.00				
		203-716-052070 Totals:				Var: 500.00	500.00	0.00	0.00	0.00	0.00
203-716-052071		Administration & Marketing					1,100.00				
		203-716-052071 Totals:				Var: 1,100.00	1,100.00	0.00	0.00	0.00	0.00
203-716-052073		Free Art & Craft Workshops					250.00				
7/9/2018	GL	1	237	St Helens Ace Hardware				198.94	0.00		
7/9/2018	GL	1	238	Reverse JE# 237 St Helens Ace Hardware				0.00	198.94		
		203-716-052073 Totals:				Var: 250.00	250.00	0.00	198.94	198.94	0.00
203-716-052075		Gateway Project - Phase 1					2,455.00				
		203-716-052075 Totals:				Var: 2,455.00	2,455.00	0.00	0.00	0.00	0.00
203-716-052076		Gateway Project - Phase 2					0.00				
		203-716-052076 Totals:					0.00	0.00	0.00	0.00	0.00
203-716-052089		Event - Folk Blues Workshop					0.00				
		203-716-052089 Totals:					0.00	0.00	0.00	0.00	0.00
		203-716 EXPENSE Totals:					11,400.00	0.00	1,778.94	198.94	1,580.00
		EXPENSE Totals:					11,400.00	0.00	1,778.94	198.94	1,580.00
		203 Totals:					0.00	0.00	1,778.94	3,198.94	-1,420.00

Account Number	Description	Budget	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	Report Totals:	0.00	0.00	1,778.94	3,198.94	-1,420.00